



City of Fredericksburg
715 Princess Anne Street
P. O. Box 7447
Fredericksburg, VA 22404-7447
Telephone: 540 372-1028

VACANCY ANNOUNCEMENT
INTERN – Accounting Position
Hourly Rate: \$15.00 Per Hour

Under close supervision, perform entry level professional duties of moderate accounting difficulty to include the following: filing, preparation of a variety of forms, correspondence and reports in addition to providing assistance with month-end financial reports, post journal entries, complete revenue monitoring assignments, provide data input support, complete assigned audit schedules, provide fixed asset assistance, and other departmental assignments as assigned to include telephone receptionist assistance. Applicants should be Business, Finance, Economics or Accounting majors or have prior experience performing accounting duties with proficiency in Microsoft Office applications. The attention to detail, willingness to maintain confidentiality, ability to multi-task and excellent communication skills is all essential to this position. Prior experience using the BAI municipal software on the AS400 computer is strongly preferred. Applicants should also be physically able to lift 30 pounds.

While the position is open until filled, completed City Applications and resumes should be submitted before the close of business on Thursday, May 24, 2012:

City of Fredericksburg
Human Resources Department
715 Princess Anne Street, Room 217
P. O. Box 7447
Fredericksburg, VA 22404-7447
jobs@fredericksburgva.gov